

**Lunenburg Council on Aging
Meeting Minutes
July 8, 2014**

Minutes Approved at the 8/12/14 COA Meeting

CALL TO ORDER:

Kathryn M. Herrick, Town Clerk

It was not necessary for Ms. Herrick to attend this meeting. The Board of Selectmen temporarily extended appointments to outgoing COA board members Barbara Brown & Joyce Wass in order for the COA (Council on Aging) to achieve a quorum for the purpose of nominating officers.

Ms. Brown, Vice Chair, opened the meeting at 9:30AM.

Present: Barbara Brown (Vice-Chairperson), Doreen Noble (Director), Joyce Wass, Connie O'Dea, Judy Tarbell, Deb Seeley, Debbie Lincoln & Sue Doherty (Admin. Asst.)

Guest: Kerry Speidel, Town Manager

ANNOUNCEMENTS: None

MINUTES APPROVAL: A motion was made and seconded to accept the June 10, 2014 COA minutes.

On vote, motion carried unanimously.

A motion was made and seconded to accept the May 28, 2014 COA Board Development Committee minutes.

On vote, motion carried unanimously.

CURRENT BUSINESS

Discussion/Vote for slate of COA Officers: Ms. Brown mentioned that Susan Andrews, who was recommended to the BOS for appointment by the COA, has withdrawn her name from consideration and therefore a new slate of COA board members/officers has been developed for submission to the BOS for approval as follows:

Officers

Chairperson – Peter Lincoln

Vice Chairperson – Deb Seeley

Board Members

Jennifer Peters Ayers

Betty DiGiacomo

Sarah Grant

Caroline Griffis

Deb Lincoln

Kevin McNally

Cheryl Moison

Diane Nowd

Judy Tarbell

Ms. Seeley asked Ms. Speidel for clarification on whether or not Pete Lincoln had been appointed by the BOS to the Council on Aging at a previous BOS meeting.

Ms. Speidel replied no he had not been appointed and that the BOS is hoping to have some of the appointments to the COA made at next week's BOS meeting.

It was also noted that included in the Board Development's recommended slate of board members/officers to be appointed are Deb Seeley, Deb Lincoln, and Judy Tarbell. These members have already been appointed by the BOS.

A motion was made and seconded to recommend to the Board of Selectmen approval of the revised slate of COA board members/officer appointments as presented. On vote, motion carried unanimously.

Director's Report: No report

Resignation COA Board members Tony & Shirley Bertone: Ms. Noble had received a letter of resignation from Tony & Shirley Bertone which has been forwarded to the Town Manager's office.

Ms. Speidel confirmed that she is in possession of this letter.

At this time Ms. O'Dea stated that she will be moving out of town and would be resigning from the COA board as of September 1, 2014.

Discussion: Board members discussed sending a note of thanks to Tony & Shirley Bertone. They also acknowledged Barbara Brown, Judy Tarbell, Joyce Wass, and Connie O'Dea for their efforts on the Board Development Committee. Ms. Lincoln would like to spear head a special public recognition for outgoing COA board members to be held at the 8/19/2014 COA Volunteer Recognition Ceremony/Cookout.

At the June 10, 2014 Annual COA Meeting the Board Development Committee had submitted their FY14 End of Year Report. Ms. Brown has revised that report to reflect the following:

- Additional information on a meeting was added which was held on 11/12/2013
- Information regarding how the Board Development Committee made their determinations for potential board members and why this committee made the decisions that they did
- BOS (Board of Selectmen) decision to extend COA appointments in order to conduct unfinished business

The COA board members discussed making further grammatical changes to the report. Ms. Brown will make the changes and submit again to the board before the next COA meeting.

A motion was made and seconded to approve the revised FY14 End of Year Board Development report as presented. On vote, motion carried unanimously.

Discussion/Vote to recommend to Selectmen Appointment of new COA Board Members: Discussed under item #1 of Current Business.

Set August Agenda: Board members discussed the following potential agenda items for the August meeting:

- Policy & Procedures Task Force
- Communication protocol and determining who is responsible for setting the agenda and how the board members should submit agenda items
- Possible Board Training Dates with Executive Office of Elder Affairs
- Set date for orientation of new board members

NOTICES & COMMUNICATIONS: None

BOARD COMMENT

- Connie O'Dea declared that she would be resigning from the COA board as of today (July 8, 2014). Although she would like to remain until September 1, 2014, it would disrupt the number of the slate of COA board members/officers which was previously voted on by the board.

PUBLIC COMMENT None

ADJOURNMENT

Being no further business a motion was made and seconded to adjourn the meeting.

On vote, motion carried unanimously

Meeting adjourned at 10:10AM

UPCOMING MEETING SCHEDULE

August 12, 2014

Respectfully Submitted

Susan Doherty, Administrative Assistant

Lunenburg Council on Aging